

# SUMMER FOOD SERVICE PROGRAM SITE VISIT DOCUMENTATION

Please select one only:      PRE-OPERATIONAL ☐      FIRST WEEK ☐

**Pre-operational Site Visit:** A sponsor representative must visit all sites prior to the program opening date. Only one pre-operational site visit may be documented per form. This form may be used to document the visits and submitted with the ED-099 Schedule C-1 (question no. 17 or 15 (*short form*)) to certify that site visits were conducted. This does not replace the first week visits.

**First Week Site Visit:** For each required site visit conducted during the first week of program operation, a “site visit” form must be completed and maintained. Only one first week site visit may be documented per form. This does not replace the required four-week reviews.

Sponsor: \_\_\_\_\_

Date of Review: \_\_\_\_\_

Name of Site: \_\_\_\_\_

Monitor's Arrival Time: \_\_\_\_\_

Address: \_\_\_\_\_

Monitor's Departure Time: \_\_\_\_\_

Phone: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_

Problem(s) Observed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Corrective Action Taken: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I certify that the above information is correct.

\_\_\_\_\_  
(Monitor's Signature)

\_\_\_\_\_  
(Site Supervisor's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)